

**Canadian Colleges Athletic Association
Winter Board Meeting
January 13 – 15, 2009
Ottawa, Ontario**

Attendance

Bill Dean, CCAA President, Chair
Mark Kosak, CCAA VP Marketing
Judy Smith, CCAA VP Governance
Diana Drury, CCAA VP Programs
June Lumsden, CCAA VP Finance and Administration
Monique Magnan, Executive Member at Large
Bruce Hunter, Executive Member at Large
Graham Matthews, BCCAA Representative
Alan Rogan, ACAC Representative
Ken Babcock, OCAA Representative
Roland Grandmaison, FQSE Representative
Albert Roche, ACAA Representative
Ron Fearon, OCAA President, guest
Robert Day, ACAC Executive Director, guest
Vince Amato, Athletic Director, Champlain St. Lambert, guest
Glenn Ruitter, Mentor Athletic Director, Champlain St. Lambert, guest
Paulin Lafontaine, Senior Program Officer, Sport Canada
Sandra Murray-MacDonell, CCAA Executive Director
Colette Struthers, CCAA Communications and Events Coordinator
Mary Winkenweder, CCAA Executive Assistant/ Recording Secretary

ACTION

1.0 Welcome and Introductions – B. Dean

- All delegates and guests were welcomed and introduced.

2.0 Declaration of Voting Delegates

Voting Delegates as follows (total of 17):

- British Columbia – Graham Matthews - 3 votes
- Alberta – Alan Rogan – 3 votes
- Ontario – Ken Babcock – 5 votes
- Quebec – Roland Grandmaison – 3 votes
- Atlantic – Albert Roche – 3 votes

3.0 Approve Chair and Minute Recorder

Motion # 1

Kosak/Babcock

“That Bill Dean be approved as Chair of the meeting and Mary Winkenweder be approved as minute recorder.”

CARRIED

4.0 Approve Agenda

Motion # 2

Matthews/Roche

“To approve the agenda with the following amendments.”

- Additions and changes to the Agenda include;
 - Item 10.1 Elections will be discussed by Judy Smith
 - Item 10.5 Manitoba will be discussed by Sandra Murray-MacDonell
 - Add item 12.2.7.1 Motion from OCAA – Rotational Scheme for Volleyball and Basketball

- Add item 14.7 – Human Resources policy change – Sick Leave. Note: the balance of the agenda would be renumbered accordingly.

CARRIED

5.0 Approve 2008 Annual General Meeting Minutes

Motion # 3

Rogan/Grandmaison

“To approve the 2008 AGM Minutes.”

CARRIED

6.0 Presentation of Executive Reports – Highlights include:

6.1 President – Bill Dean

- Reminder of the CCAA’s great history and the accomplishments that continue to enrich the lives of the student-athletes across Canada.
- Ongoing efforts to formalize the Mission and Values of the CCAA with the development of the strategic plan. Feedback on the efforts of the task force will be discussed later in the meeting.
- Thanks to the Executive, Sport Convenors, National Championship Hosts and Staff for their conscientious efforts.
- Monique Magnan from the Collège Édouard Montpetit, has joined the Executive as the FQSE Member at Large.

6.2 Past President – Doug Fox

- Doug Fox’s resignation was received and the Association thanked him for all of his efforts on behalf of the CCAA.
- The Executive decided that the position of Past President would not be filled.

6.3 VP Governance- Judy Smith

- The issues that have arisen this past Fall, included academic eligibility and interpretation of these rules. Additional work needs to be done to improve the clarity of motions and ensuring the wording reflects the intent.
- Increased assistance shall be available to the National Office in translating the AGM minutes to regulations in the Operating Code.

Smith

6.4 VP Programs – Diana Drury

- Thanks to all fall hosts, Holland College (Golf), St. Lawrence College (X-Country), and Thompson Rivers University (Soccer). All events were well organized and memorable for the student-athletes.
- Incidents coming out of Soccer Nationals - code of ethics violations including poor behaviour from players, coaches and administration on certain teams. CCAA is taking action to reinforce CCAA code of Ethics.
- Caliber of play in both the men’s and women’s soccer was technically very strong and exciting to watch. The competition is becoming more balanced across the country.
- Hosts for 2009 soccer nationals are Humber College - Women’s ; Seneca - Men’s
- Upcoming championships.
 - Badminton – Humber College- March 5- 7, 2009.
 - WVB - Nipissing University – March 12-14, 2009.
 - MVB – Keyano College – March 12-14, 2009
 - WBB – Cégep Sainte-Foy – March 19-21, 2009
 - MBB – UNBC – March 20 -22, 2009
- Rankings have been an area of concern. Guidelines for rankings will be reviewed and enforced.
- Female Coach Mentor program is in its fourth year and continues to be

successful.

- Wildcard selection committees are set:
 - Men's and Women's Basketball: Diana Drury, Judy Smith, Mark Kosak as voting members. Bruce Hunter will be the alternate.
 - Men's and Women's Volleyball: Diana Drury, June Lumdsen, and Mark Kosak as voting members. Judy Smith will be the alternate.
- The non-voting members on the committee will be the respective convenor and CCAA Communications and Events Coordinator, Colette Struthers.
- Direction and information is being solicited from our members regarding the tape exchange policy. Would like to move toward a digital tape exchange scenario for 2009-10.
- Thanks to all of the CCAA Convenors, Executive and Staff.

Drury/Kosak

6.5 VP Finance and Administration- June Lumdsen

- Result of the multi sport review conducted by Sport Canada: CCAA is approved to receive funding for the years 2008-09, 2009-10, and 2010-11 in the amount of \$332,900.
- \$80,000 grant received to support the CCAA Female Apprentice Coach Program for 2008-09.
- Cost for simultaneous translation for the CCAA AGM being researched
- West Jet eliminated the gas surcharge on each ticket and with seat sales, the travel equalization program forecasts a charge back.
- A second round of interviews has taken place for the Promotions & Marketing Coordinator position. Funding has been set aside for this position.
- Membership Fees structure will be discussed in the spring workbook. A grid that reflects cost of living increases is being constructed.
- A finance committee meeting will be set to discuss the membership fee structure, proposal to increase funding for Open championships as well as the concept of a CCAA Sport Forum for all Athletic Directors.
- Thanks to Sandra Murray-MacDonell and Bill Dean for their work on the Strategic Plan.

Lumdsen

Lumdsen

6.6 VP Marketing – Mark Kosak

- Working on Corporate Sponsorship and providing support, advice and direction to Sandra Murray-MacDonell.
- sponsorship news:
 - Josten's is the ring supplier for Player and Coach of the year award winners.
 - CN has offered significant sponsorship, in the amount of \$50,000, to the Men's Basketball Host. Stipulation in CN's contract is that it goes directly to the Men's Basketball host.
 - Sportag has signed on as a new MIP Partner. Reviews from members using Sportag are that the prices are very good and the service is excellent.
- Attended the Golf Championships at Holland College, and the Cross Country Running Championships at St. Lawrence College, Kingston. Both events were well executed : appreciation to the host institutions for providing student-athletes with memorable and high quality experiences.
- Participated in Bid Committee conference calls for Soccer, Golf, Badminton Basketball and Volleyball.
- Participated in the hiring committee for the Marketing position in November and January.
- Thanks to the Marketing Committee, the CCAA Executive and Staff.

6.7 Member at Large – BCCAA – Bruce Hunter

- Attended the CCAA Golf Championships at Holland College and assumed the

- Golf Convenor role. Received and compiled golf evaluations.
- Participated on the committee that evaluated and revised the Hosting Information Package for the 2008 Cross Country Championships.
- Participated on the committee responsible for evaluating the bid for the 2009 Golf Nationals.
- Thanked the National Office Staff.

Motion #4

Matthews/Rogan

“To receive the Executive Reports.”

CARRIED

7.0 Staff Reports

7.1 Executive Director – Sandra Murray-MacDonell

- Thanked Mark Kosak and Monique Magnan for their help in interviewing for the new CCAA staff member. This addition of a new staff member will help the CCAA move along with marketing initiatives.
- The hosting manual is complete and will be translated by February 1st. This manual serves as a good resource for hosts and will be updated annually.
- a reminder to members that the CCAA Website includes other valuable documents such as an Orientation Manual and a Media Relations Tips and Guidelines document.
- Members have identified Sport Development as a core strategy for the CCAA. A key area identified was Coach development. The CCAA has developed a Coaching Professional Development Program, which offers grants for domestic and international professional development opportunities for Head and Assistant Coaches.
- The Female Apprentice Coach Program received an increase in funding this year from \$60,000 to \$80,000. A record number of institutions (21) and Apprentices (25) have received funding through this program this year. An enhancement of this program is the Female Student-Athlete Coaching Development Program. This program awards grants to current CCAA Female student athletes who wish to receive coaching development opportunities during their final year of play.
- CIS has been contacted in regard to the development of a joint CCAA/CIS committee. They have drafted terms of reference and work plans which will be presented to the CIS Board of Directors at their winter meeting.
- Strategic Planning process identified the need to target high schools. S. Murray-MacDonell met with the Executive Director of the Canadian School Sports Federation, to find out what would be the best course of action to educate high school student about the CCAA. The initiative identified was posters. Posters would draw students to our name and to our website. This would be that the responsibility of the new staff person.
- Continuing our work with the CCES. The 2009 Canadian Anti-Doping program (CADP) has been released, which the CCAA is required to adopt.
- Attended the CAC Sport Leadership Conference in Calgary; encourage all Athletic Directors to attend. A number of presentations and topics could be tailored specifically to CCAA Athletic Director’s needs and interests.
- Two new marketing partnerships; Jostens as the Official Ring supplier to the CCAA Player and Coach of the Year; SPORTAG, as the new MIP partner, who can supply custom sport branding merchandise.
- Thanks to all the CCAA Executive, Staff, and Representatives.

**Murray-
MacDonell**

7.2 Communications & Events Coordinator – Colette Struthers

- Time was spent on fall National Championships as well as updating the CCAA Operating Code and Website.

- While updating the Operating Code a number of inconsistencies were noticed between the French and English codes. A plan of action was set up with Glenn Ruiters to identify these differences.
- Thanks to all fall hosts, Holland College, St. Lawrence College Kingston, and Thompson Rivers University for hosting superb events.
- Key points or suggestions coming out of these National Championships were;
 - One venue for the soccer nationals made for very long days.
 - Ensure hosts have all aspects of the CCAA Official Languages obligations provided on site during the event.
 - Encourage all hosts to activate the Nationals website as early as possible.
- Reviewed five bids for the 2009 winter sports and one bid for Golf 2010. Approval of bids to occur later in the meeting.
- Issues surrounding the CCAA scoreboard include; scores not be entered on time or incorrectly. Web syncing procedures are causing problems as well. The CCAA Convenors were polled to see if the CCAA Scoreboard is their main source for information and they use Provincial websites instead. Posed the question as to whether the CCAA needs Dakstats or links to the Provincial website on the CCAA page? Noted for Spring Workbook

Struthers

7.3 Executive Assistant – Mary Winkenweder

- A synopsis of the CCAA Academic Awards, which showed a steady growth in numbers.
- Current projects include; preparing a list for all past and present Female Coach Apprentices; a comprehensive French Language learning program

Winkenweder

Motion # 5

Grandmaison/Rogan

“To receive the National Office Staff Reports.”

CARRIED

8.0 Presentation of Provincial Reports

8.1 British Columbia – Graham Matthews

- Current membership includes 14 institutions. Quest University is a new BCCAA member participating in men and women’s basketball. Three members have applied to the CWA and CIS for membership, UNBC, UBC Okanagan, and Vancouver Island University. They will receive reports concerning their application in the New Year.
- Golf continues to grow in BC with nine members now having representatives in the league. This sport is finding it a challenge to establish a women’s league.
- BC wished farewell to Chris New, formerly Athletic Director at the College of the Rockies and Lou Rene Legge, Athletic Director at Douglas College. Replacing Chris is Cori Andrichuk and replacing Lou is Dean Howie.

8.2 Alberta- Alan Rogan

- Keyano College is ready to host the men’s volleyball nationals. In addition, Augustana Faculty of the University of Alberta is working on the 2009 Cross Country Running Championships.
- Bids coming forth from Alberta are for the 2010 men’s volleyball championships, 2010 badminton championships, 2010 soccer championships and the 2010 men basketball championships.
- ACAC has hired Laurie de Grace as their marketing and communications person
- ACAC has introduced Futsal as a tournament sport starting December 2010.
- A mandatory post game handshake has been implemented for basketball.

8.3 Ontario – Ken Babcock

- OCAA has 30 members. Their executive committee will be ending their two year cycle. Ron Fearon will be departing this year : he was thanked for his years of service and expertise.
- Humber College is set to host badminton, Nipissing University is hosting women's volleyball.
- A letter of intent is forthcoming from Durham College to host the 2010 Golf championships.
- The OCAA Office has moved; 3 Concorde Gate, North York, Ontario M3C 3N7.
- Discussions continue regarding a tiering system.
- Sweat magazine is in it's 6th year of operation. Magazine is sent out to member colleges. The colleges then distribute through their local communities including high schools.

8.4 Quebec- Roland Grandmaison

- FQSE will have two new soccer teams in the 2009-10 season. Cégep Sainte Foy would have a men's and women's team while Collège Lionel-Groulx will join the female ranks.
- Collège Préuniversitaire Nouvelles-Frontières will join AAA women's basketball next year bringing the number of teams to 12.
- Men's volleyball will welcome Cégep de Lévis-Lauzon for a total of 7 men's teams.
- Broadcasting college sport in Quebec is increasing. Football games are televised on Vox and special coverage of collegiate championships will be seen on Réseau Info-Sports.
- Colleges in Québec have renewed their commitment to De Facto. The De Facto logo will be displayed in all sport areas and sport teams will wear it.
- Cégep de Sainte-Foy is ready to host the women's basketball nationals March 19-21 in Québec City.

8.5 Atlantic- Albert Roche

- ACAA has had an extremely productive first half of 2008-09. There has been a surge in new sports in the ACAA as they continue to expand opportunities for varsity athletes.
- Jen Myers, Athletic Director at St. Thomas has moved on. Neil Hooper has taken over the role as ACAA President.
- 2008 CCAA PING Open Golf Championships were hosted by Holland College and held at the Fox Meadow Golf Club.
- Progress has been made towards totally revamping the ACAA's operations manual.
- Association will be reviewing their strategic plan.
- Rugby and golf are two sports that are growing. This winter is the first year that an exhibition schedule has been set for women's hockey.
- ACAA has a Host Hotel corporate partner for the next three years, Choice Hotels.
- Judy Smith received the CCAA Athletic Director of the year. Also, Judy Smith and June Lumsden both were elected to CCAA Executive positions.
- Holland College was recommended to host the 2010 CCAA AGM.

Motion # 6

Hunter/Roche

“To receive the Provincial Reports.”

CARRIED

9.0 Sport Canada Report – Paulin Lafontaine

- Met with CCAA ED November 26th at the National Office.
- multi-year application for 2008-2011 contributions under the Multisport Organizations (MSO) Stream was approved at \$332,900, which is an increase of 25% over the previous fiscal year.
- CCAA is invited to participate in the LTAD workshop in Ottawa, January 21 and 22nd. This is an opportunity to exchange with national sport organizations and prepare programs and services that align with the NSO's LTAD model.
- Accountability standards for MSO's are being developed and further consultation with MSO's will take place in the coming months.

Murray-
MacDonell

Murray-
MacDonell

10.0 Governance – J Smith

10.1 Election Positions

Elections for Executive (for 2009 AGM)

- Vice President Programs
- Vice President Marketing
- Responsibilities of the positions as they appear in the CCAA Operating Code were reviewed; these responsibilities will be included in Spring workbook.
- Reminded the meeting delegates that new nominations can come forward up to and including the AGM where the positions will be voted upon.
- Nominations thus far are; Mark Kosak, VP Marketing; Ray Sarkis, VP Programs.

Elections for Convenors (for 2009 AGM)

- Women's Soccer
- Men's Basketball
- Men's Volleyball
- Badminton
- Cross Country Running
- Responsibilities of the positions as they appear in the CCAA Operating Code were reviewed; these responsibilities will be included in Spring workbook.
- Reminded the meeting delegates that new nominations can come forward up to and including AGM where the positions will be voted upon.
- Nominations thus far are; Alf McGuire, Badminton; Leigh Goldie, MVB; Jordan Richey, Badminton; Brian Stackhouse, Cross Country Running; Marlene Ford, Women's Soccer; Jeff Harris, Men's Basketball.

10.2 Members in Good Standing

- The following motion was presented: To be a member in good standing, the member must meet all mandatory administrative requirements, pay all fees and assessments when due and comply with all rules and regulations as set out in the Operating Code as may be amended from time to time at the discretion of the board of directors at the annual general meeting. To be in good standing, a member (individual, institution or PCAA) cannot be under investigation, on probation or under suspension by either the CCAA or in the case of the individual or institution the member's PCAA.
- Each Provincial Representative was asked to explain their responses from the workbook.
- There was agreement that "under investigation" should be removed from the definition. A definition of member in relation to institution and individual committee members as member in good standing was also discussed.
- A revised definition will be included in the 2009 spring workbook.

J. Smith

<p>10.3 Appeal Process</p> <ul style="list-style-type: none"> ▪ A small committee met at the 2008 AGM to discuss modifications to the CCAA Appeal Procedure. Some concerns expressed at that time were: <ul style="list-style-type: none"> ▪ Not being heard ▪ Explanation of Decision ▪ Refusal to hear appeal ▪ Not satisfied with decision ▪ Feedback was collected and a revised process will be drafted for consideration - spring workbook. 	<p>Smith</p>
<p>(a) Manitoba Conference – S.Murray-MacDonell</p> <ul style="list-style-type: none"> ▪ Update on the Manitoba Conference activity since the 2008 AGM. ▪ Manitoba is planning to apply to the CCAA in November 2009 for potential approval in June 2010 with participation in September 2010. As per the CCAA Operating Code - there would be a probation period of two years, where they could not participate at a National Championship. ▪ Mark Kosak, Bruce Hunter and Sandra Murray-MacDonell have been assigned as a committee to work with Manitoba on their application. 	<p>Kosak/Hunter/ Murray- MacDonell</p>
<p>(b) CIS Partnership – B.Dean</p> <ul style="list-style-type: none"> ▪ Discussions between the CCAA and CIS continue with a plan to strike a joint committee. Bill Dean had a conversation in October with Dick White, CIS President which he viewed as positive. ▪ CCAA and CIS are put together a joint proposal to Sport Canada for project funding that would be directed to a feasibility study and business plan which would include marketing issues, technical issues and a financial overview of College and University Sport. The project would recommend hiring an outside consultant to conduct the study. ▪ There was agreement that funding from Sport Canada to conduct a feasibility study should be pursued. ▪ B. Dean and S. Murray-MacDonell will keep everyone up to date as this process moves along. 	<p>Murray- MacDonell</p> <p>Dean/Murray- MacDonell</p>
<p>(c) Strategic Planning Update – B. Dean</p> <ul style="list-style-type: none"> ▪ Representatives requested to look through the strategic plan that was circulated and provide feedback <ul style="list-style-type: none"> ▪ “Colleges” should be replaced by “Institutions” to be consistent. ▪ A change under the Enhanced Participation section; under Strategic Action Items: Support and develop the profession of colleges coaching, change to “Support and develop the profession of coaching in member institutions.” ▪ Further feedback is encouraged with the final draft to be included in the spring workbook. 	<p>Murray- MacDonell</p>
<p>(d) Eligibility- J. Smith</p> <p>11.1 International Transfer (Volleyball – Professional Rule)</p> <ul style="list-style-type: none"> ▪ The International Transfer notice of motion was reviewed. ▪ Notice of Motion to be included in the Spring workbook. <p>11.2 Successful Academic Progress</p> <ul style="list-style-type: none"> ▪ A need to define the eligibility definitions “Participation” and “Enrolled”. ▪ Provincial representatives to discuss this issue with their conference colleagues. More work will be done and a proposal will be brought forward to the Spring Workbook. <p>11.3 Re-instating Academic Eligibility</p> <ul style="list-style-type: none"> ▪ Reviewed conference feedback to clarify the re-instatement clause that was 	<p>Smith</p> <p>Provincial reps.</p>

approved at the 2008 AGM which states “ having not participated at a post-secondary institution in the twelve (12) months immediately prior to the date of current registration is a condition of regaining eligibility.” This reinstatement clause can be used by any student-athlete only once during their 5 years of athletic eligibility.

- According to the definitions do we mean...--having not been enrolled full – time at a post-secondary institution in the twelve (12) months immediately prior to the date of current registration? This re-instatement clause can be used by any student-athlete only once during their 5 years of athletic eligibility
Or
- Do we want to say they have not played – registered with an intercollegiate team in the 12 months but attended full-time– and if this is the case, do we still have no academic expectations during that 12-month period?
- A clarifying statement for consideration will be in the Spring workbook.

11.4 2009 Canadian Anti-Doping Program- S.Murray-MacDonell

Motion #7

Lumsden/Grandmaison

“That the CCAA adopt the 2009 revised version of the Canadian Anti-Doping Program (CADP) effective Jan 1, 2009. It will replace the current anti-doping program adopted on June 1, 2004.”

CARRIED

11.5 Drug Education & Testing Program Update

- Reviewed the test summary from the workbook.
- All conferences were in agreement that more testing is necessary to provide merit to the program.
- Random tests are not happening in any Province in any CCAA sport. The only random tests being completed are in FQSE football.
- Feedback from the workbook regarding the online learning course and testing will be taken back to the CCES.

**Murray-
MacDonell**

12.0 Programs- D.Drury

12.1 Approve Bid Committee Recommendations

12.1.1 Men’s Volleyball 2010

Motion # 8

Roche/Babcock

“To approve the bid from MacEwan College, of the ACAC for the hosting of the 2010 Men’s Volleyball National Championship (March 11-13, 2010).

CARRIED

12.1.2 Women’s Volleyball 2010

Motion # 9

Drury/Roche

“To approve the bid from Cégep de l’Outaouais of the FQSE for the hosting of the 2010 Women’s Volleyball National Championship (March 12-14, 2010) pending the requested revisions from the Bid Selection Committee are received by January 15, 2009.”

CARRIED

- Revisions were made to the bid by the above deadline.

12.1.3 Men’s Basketball 2010

Motion # 10

Smith/Rogan

“To approve the bid from SAIT of the ACAC for the hosting of the 2010 Men’s Basketball National Championship (March 18-20, 2010).”

CARRIED

12.1.4 Women’s Basketball 2010

Motion # 11

Rogan/Matthews

“To approve the bid from University of British Columbia – Okanagan of the BCAA for the hosting of the 2010 Women’s Basketball National Championship (March 18-20, 2010).”

CARRIED

12.1.5 Badminton 2010

Motion # 12

Roche/Babcock

“To approve the bid from NAIT of the ACAC for the hosting of the 2010 Badminton National Championship (March 4-6, 2010).”

CARRIED

12.1.6 Golf 2009

Motion # 13

Babcock/Roche

“To approve the bid from St. Clair College of the OCAA for the hosting of the 2009 Golf Championship (October 13-16, 2009).”

CARRIED

12.1.7 Letter of Intent Golf 2010

- Letter of intent will be coming from Durham College of the OCAA.
- Thompson Rivers of the BCCAA has also expressed interest in hosting. Bruce Hunter to contact TRU to see if they would be interested in hosting the following year. (2011).

**Babcock
Hunter**

12.1.8 Letter of Intent Cross Country Running 2010

- St. Thomas University of the ACAA is interested in hosting the 2010 championships and the CCAA has received a letter of intent from them.

12.2 Workbook Notice of Motions/Information/Feedback

12.2.1 Host Grid Review

- The hosting grid was reviewed.
- Discussed the possibility of moving the 2010 soccer championship date a week later (November 10-13, 2010) due to a late Labour Day and therefore late start to the season.

Motion # 14

Drury/Grandmaison

“To move the date of the 2010 Soccer National Championships to November 10-13, 2010.”

CARRIED

12.2.2 Conference Hosting Confirmation for fall 2010

- Hosting confirmation was made for fall 2010 as follows:
 - Soccer (M & W) ACAC will be putting forth bid by May 1st if new soccer dates are not conflict with their potential host.

ACAC

- Golf - Durham of the OCAA will be putting forth bid by May 1st
- X-Country Running- St. Thomas University of the ACAA will be putting forth bid by May 1st.

Durham

St. Thomas

12.2.3 Flexible hosting dates

- All conferences were agreement with flexible dates that gives potential hosts the flexibility to choose with Thursday – Saturday or Friday – Sunday.

Motion #15

Drury/Roche

“That the potential hosts be given the flexibility at the time of bid presentation to choose either Thursday – Saturday or Friday – Sunday as per the National Hosting Grid.”

CARRIED

12.2.4 All Canadian Soccer and Volleyball Team Selection –D.Drury

- Explained the rationale for this notice of motion. The intent is to fall in line with men’s and women’s basketball -each conference be allocated two All Canadians in volleyball and soccer regardless of last season’s finish. The level of play across the country has become equitable regarding talent and ability.
- A motion will be included in the Spring Workbook

Drury

12.2.5 Badminton Report

- Presented the badminton report notice of motion, that requires provincial convenors to bring a written report to the coaches meeting at the National Championships or be fined. Motion to be reviewed at the Program meeting during the Spring AGM.
- Requested each Provincial Representative give a summary of how badminton is doing in their particular conference.
- BCCAA – Has 6 teams, vibrant league which the BCCAA fully supports. Douglas College is strong again this year.
- ACAA- Has 4 teams. ACAC at a crossroads with badminton, the league is struggling so do they keep it and if they do how can they grow the sport?
- OCAA – 14 schools participating with 12 full-time teams.
- FQSE – Has a good number of teams, however the best players are playing in Clubs and not colleges.
- ACAA – 2007-08 CCAA host Mount Allison has raised the profile of the sport in the Atlantic. League is holding its own and there are 5 tournaments per season.
- Will find out if badminton is a sport to which the Manitoba conference would join.

Drury

Murray-
MacDonell

12.2.6 Basketball and Volleyball Fill process

- Brought forward by ACAC. Some ACAC members have a concern around supporting a hosting application from an average or even mediocre program (who would do a great job hosting) as the host conference would lose an opportunity for a legitimate championship contender. A Conference can currently, only receive two spots in the draw. This practice has the potential to discourage conferences from supporting bids by less competitive members.
- The rationale for the notice of motion is as follows: National

Championships are the property of the CCAA. They require a licensing fee and they are used to meet CCAA goals and objectives. The creation of a "CCAA Host" spot in the draw should encourage more conferences to support member hosting applicants, particularly those who do not necessarily have "Top 15" programs. Schools that want to invest in the CCAA Championships to promote/build their program, the CCAA, and their sport in their community will be more likely to gain the support of their conferences when they are not seen to be taking a nationals berth away from a stronger conference member. By naming the host as a CCAA representative, provincial associations can still encourage their members to apply for a wildcard. This will also lessen pressure on the same institutions that seem to host from year to year in a number of the conferences.

- Following discussion, ACAC will present a motion in the Spring workbook.

ACAC

12.2.7 Withdrawal from Hosting - A. Rogan

- When a conference declines its opportunity to host it creates an environment where another conference and, in particular, a single member, must bear the financial burden of hosting the championship. By adding a significant transfer fee we anticipate less 'passing' on of hosting responsibilities. Discussion around this issue in relation to CCAA's current withdrawal from Hosting fees and fines were clarified. Prior to two years no fine is assessed, but no wildcard access for the host scheduled conference. Withdrawing within two years of the scheduled championships includes a fine as well as no access through the wildcard process.
- Feedback was sought and ACAC will present a motion in the Spring workbook.

12.2.7.1 OCAA Rotational Scheme for Volleyball & Basketball – K.Babcock

ACAC

- This item was added to the agenda. The proposal is that the CCAA adopt a Rotational Scheme for Volleyball and Basketball National Championships starting in the 2009-2010 sport year. The rotational scheme would eliminate wild-cards and the politics around rankings. The Travel Subsidy for National Championships would be predictable for 5 years, allowing for more accurate and predictable forecasting.
- Consideration to Manitoba (should they be accepted as a conference in the future) entering the rotation needs to be considered.
- Representatives requested to take this back to their conferences for discussion.
- OCAA motion will come forward to the spring workbook.

Provincial
Reps
OCAA

12.2.8 Rankings Golf and Cross Country

- Open championship convenors are putting forth this notice of motion and think that comparisons could be made between provincial conferences and college teams to create national rankings. Rankings would create interest in these sports and they would be rankings by team.
- Discussion included concerns about rankings not being realistic and leading to an already controversial subject. Instead of doing a ranking could we create more exposure using the CCAA website for this sport? Should only CCAA member institutions paying sport

specific golf and cross country fees be eligible to be included in the ranking process?

- More details from the convenors will be sought to assist in developing a clear motion for the Spring Workbook.

Hunter

12.2.9 Coach of the Year Golf and Cross Country

- Reviewed the motion and suggested it would be a way to increase visibility and grow the two sports.
- Discussion was that these awards should only be for level one championships.
- Should only CCAA member institutions paying sport specific golf and cross country fees be eligible to be included in the process?

Hunter

12.2.10 Championship Medals (Notice of Motion)

The following maximum number of medals available for each sport is listed below: shall be ordered and paid for by the National Office:

	Gold	Silver	Bronze	Total
Men's Basketball	20	20	20	60
Women's Basketball	20	20	20	60
Women's Volleyball	20	20	20	60
Men's Volleyball	20	20	20	60
Badminton	13	8	8	29
Men's Soccer	25	25	25	75
Women's Soccer	25	25	25	75
Golf	15	15	15	45
X- Country Running	30	30	30	90
	174	169	169	512

All medals are ordered and paid for by the National Office.

Extra medals cannot be purchased.

Rationale: Medals should go to those athletes that actually won them otherwise it dilutes the meaning of the medal. For example, in Open championships for golf or cross country, Colleges may elect to send extra players to compete in the individual competition these extra players should not be awarded a medal for the college team component of the event if they were not named as one of the athletes competing for the team accolade. In Open championships the number of athletes Colleges choose to send is open and varies dependant on location of the event, therefore medals awarded should not be based on either one of these parameters, but rather by the predetermined number of participants that determine a College team.

- Details on the rationale of this notice of motion were given.
- Medals should go to those athletes that actually won them otherwise it dilutes the meaning of the medal. For example, in Open championships for golf or cross country, Colleges may elect to send extra players to compete in the individual competition these extra players should not be awarded a medal for the college team component of the event if they were not named as one of the athletes competing in the team event. In Open championships the number of athletes Colleges choose to send is open and varies dependant on location of the event, therefore medals awarded should not be based on either one of these parameters, but rather by the predetermined number of participants that determine a College team.
- In the notice to motion it was suggested to also add another bullet – The host shall return all unused medals to the National Office.
- The number of medals awarded in Cross Country Running (90) suggested that consideration should be given to a supremacy award

Hunter

<p>suggested that consideration should be given to a supremacy award with a trophy.</p> <ul style="list-style-type: none"> ▪ Brian Stackhouse will be contacted regarding the number of awards in Cross Country. 	<p>Murray-MacDonell</p>
<p>12.2.11 Photos on Championship website</p> <ul style="list-style-type: none"> ▪ Discussed the notice of motion that 1 to 4 images (game/competition photos) be posted on the championship host website within 60 minutes of competition. ▪ Comments from conferences were all positive toward the motion but the time frame for photos was considered too tight. Conferences agreed that four hours would be a suitable time frame. ▪ The amended motion will be included in the spring workbook ▪ In addition to this motion another motion to have the championship website launched and operational at least 2 months prior to the start of the first competition will be included in the spring workbook. 	<p>Drury</p> <p>Drury</p>
<p>12.2.12 Coaching Development Committee</p> <ul style="list-style-type: none"> ▪ Committee has been put into place. Representing the ACAA – Dave Munro, FQSE – Mireille Béland, OCAA – Doug Fox, ACAC – Greg Ryan, BCCAA – Dean Howie. 	
<p>12.2.13 Female Apprentice Coach Program</p> <ul style="list-style-type: none"> ▪ A great program. Some feedback included the desire to have longer term funding, possibly two years, the applications must be completed fully with all relevant information, and the need for more members to apply. ▪ Everyone is encouraged to promote this program within their conferences/institutions. 	<p>Murray-MacDonell</p> <p>Provincial Reps</p>
<p>12.2.14 Female Student-Athlete Coaching Development</p> <ul style="list-style-type: none"> ▪ Feedback was requested on this program and all feedback received was positive. ▪ Encourage everyone to promote this program within their conferences/institutions. 	<p>Provincial Reps</p>
<p>13.0 Marketing M.Kosak</p>	
<p>13.1 CCAA Scoreboard – C. Struthers</p> <ul style="list-style-type: none"> ▪ Addition to Article 12 Marketing, Media, and promotions Section 10 Scoreboard its rationale noting the revision ensures that scores are inputted and standings are correct immediately following the weekend. ▪ Many fines have been issued for missing scores, scores being entered backwards etc. Is Dakstats a good option for the CCAA or would using the Provincial websites be a better option? ▪ Suggested further investigation. Find out who is using our website for results. It might not be the people around the meeting table or convenors that frequent the website but rather it may be student-athletes and if that is creating traffic to the website than that is a good thing. 	<p>Struthers</p>
<p>13.2 Sponsor Update</p> <ul style="list-style-type: none"> ▪ Jostens Canada is a new partner as the Official Ring supplier of the CCAA Championships awards banquet. Supplying rings to Player and Coach of the year recipients in all CCAA sports. Agreement in place until 2011. ▪ Sportag is a branding, promotion merchandise supplier and a new MIP Partner of the CCAA. Agreement in place until 2011. 	

- Sportag will be contacted about circulating some flyers.

13.3 Marketing Incentive Program

- Review of history, benefits and rebates of the MIP program over the years.
- Explained the advantages for as many as possible CCAA members to buy into the program to create the most success. Some members are strong supporters and others are not. The Marketing Committee will discuss how to encourage more support for the MIP program. Options to come forward in the Spring Workbook.
- Some concerned that many MIP rebates go uncollected due to the time required to collect invoice information from their accounting departments.
- Will speak with Craig Preece from Big Kahuna to see if they have the capacity to print statements for participating members.

14.0 Finance and Administration

14.1 2008-09 Budget Review

- A copy of the detailed budget was circulated for review.

14.2 Simultaneous Translation

Motion # 16

Grandmaison/Babcock

“The CCAA shall provide simultaneous translation (F-E) at the June A.G.M if a request is received from a conference, by the preceding Winter Board Meeting. (This request must be made by a date to be determined by the CCAA and the translation service provider.”

CARRIED 2008 AGM

- Quotes are being sought through the ACAC.
- It was requested that the FQSE provide (by the end of January 2009) the number of Quebec Delegates requiring translation for the upcoming AGM. The possibility of approaching Sport Canada for more funding for this initiative will be considered.

14.3 2008-09 Travel Equalization Update

- Discussed the travel equalization for 2008-09. Due to WestJet removing the surcharge fee as well as the availability of seat sales, there should be a travel rebate available to teams that traveled to this year’s championships.

14.4 Confirmation of Soccer 2009 Air Travel

- Information from conferences confirming 2009 soccer travel was collected through fall workbook.

14.5 Scholar Award Honours level (Notice of Motion)

“That the criteria for the CCAA Scholar Award be amended to state “Honours level” at the institution.”

Rationale: Institutions have different levels of honours ...3.50, 3.75, 80% etc. This would clarify this requirement in a simple manner.

- This notice of motion regarding the CCAA Scholar Award honours level was agreed upon and will move forward to the Spring workbook.
- Other items discussed were the poor quality of the certificate and it was agreed to look at a new certificate design.
- Discussed the possibility of moving the deadline to receive the awards and the press release earlier than September - for PR opportunities and the ability to get the awards to recipients.

Murray-
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14.6 Scholar Award Process (Notice of Motion)

"To eliminate item 10.1.2.1.3., forms to be sent to the Provincial Representative. The signatures, on the form, from the Athletic Director and the Registrar would be verification of an athlete in good standing, eligibility, and meeting the academic criteria.

10.1.2 CCAA Scholar-Athlete Award

10.1.2.1 Nomination procedure

10.1.2.1.1 **Athletic directors are to produce a list of qualifying student-athletes that meet the award criteria. Athletic Director and Registrar must sign off of the form.**

10.1.2.1.2 CCAA Student-Athlete forms must be typed. The National Office will provide electronic nomination forms to the membership.

~~10.1.2.1.3 CCAA Student Athlete forms must be sent to the Provincial Representative for verification and support.~~

10.1.2.1.4 ~~Provincial Representative~~, Athletic Directors to forward CCAA Scholar-Athlete forms to the National Office on or before June 15.

- This notice of motion regarding Scholar Award process was agreed upon and will move forward to the Spring workbook.
- This motion would eliminate the need to send award forms through the Provincial representative for verification. Athletic Directors would forward the award forms directly to the National office.

14.7 New Human Resource Policy on Sick Leave

- Executive reviewed the current sick leave policy for National Office Staff as it was noticed that the current policy is unclear. Steps were taken to update and clarify the policy.

Motion# 17

Babcock/Grandmaison

"To approve the Human Resource policy on sick leave- effective, May 1, 2009 - to read:-

Sick Leave Benefit

"Sick leave" means the period of time an employee is absent from work due to illness and in receipt of regular pay.

(a) Sick leave entitlements shall be accrued:

- i. 1.5 days per month in which salary is received for 11 or more working days, for employees with less than one year service to a maximum of 18 days.
- ii. 2 days per month in which salary is received for 11 or more working days, for employees with 1 to 3 years of service to a maximum of 24 days.
- iii. 2.5 days per month in which salary is received for 11 or more working days, for employees with more than 3 years of service to a maximum of 30 days.

(b) The fiscal year for the purpose of sick leave shall be May 1 to April 30.

(c) Upon approval sick leave entitlement to a maximum of 10 days may be utilized prior to the accrual of such entitlement. In the event that an employee leaves his employment and has taken unearned sick leave benefits, he/she shall repay for those days outstanding at the time of separation in a manner suitable to the association.

(d) Sick leave unused during a fiscal year does not accrue to the next.

- (e) Sick leave benefits will not be paid when an employee is:
- i. receiving designated paid holiday pay;
 - ii. on suspension without pay;
 - iii. on leave of absence without pay.

(f) Proof of Illness

Where the President or Executive Director has reason to believe an employee is misusing sick leave privileges, the President or Executive Director may issue to the employee a standing directive that requires the employee to submit a medical certificate for any period of absence for which sick leave is claimed. An employee may be required by the President or Executive Director to produce a certificate from a legally qualified medical practitioner for any period of absence for which sick leave is claimed by an employee and if a certificate is not produced after such a request, the time absent from work will be deducted from the employee's pay.

Delete items 7.02, 7.03, 7.04 and 7.05”

CARRIED

14.8 Academic All Canadians

- Clarification was requested on item 10.1.1.1.1. the sentence stating “only the top 7 women and the top 7 men in Cross Country Running and the top 5 women and the top 5 men in Golf from each PCAA shall be eligible and only if they place in the top third of their PCAA Championships.
- Notice of motion will move forward to the Spring workbook.

14.9 Promotions and Marketing Coordinator Position

- This position was posted twice and went through two rounds of interviews. After the first round of interviews the job was offered to two candidates who declined the offer.
- After the second round of interviews a candidate has been selected, offered the job and will be starting the first week of February.

14.10 2009 AGM Update – R. Day

- Received an update on the 2009 AGM being held in Edmonton at the Sutton Place Hotel.
- Meetings will take place at MacEwan College which is a ten minute walk from Hotel.
- There will be team building activities and many options for the recreational activity.
- The meeting dates are Sunday June 7 – Thursday June 11, 2009.

Motion # 18

Kosak/Grandmaison

“To adjourn the 2009 CCAA Winter Board Meeting.”

CARRIED